

## Directions for Completing School Height and Weight Data Sheet

Submit data as soon as possible after measurements are taken. Send all forms to:

Mary Sarvis  
South Dakota Department of Health  
600 E. Capitol  
Pierre, SD 57501-2535  
Fax: 605/773-5683  
[Mary.Sarvis@state.sd.us](mailto:Mary.Sarvis@state.sd.us)

The data is preferred electronically but must contain the information and format of the attached form. The form is available electronically [www.state.sd.us/doh/SchoolWeight](http://www.state.sd.us/doh/SchoolWeight) by request by emailing [Mary.Sarvis@state.sd.us](mailto:Mary.Sarvis@state.sd.us). If you have data stored in some type of electronic file already, we are willing to work with you to convert the data.

1. **Complete** School Building Name, County, Grade Levels of School (i.e. Elementary, Middle School, High School), Mailing Address of school. Complete Contact Name, email address and mailing address, Building Principal's Name, Telephone Numbers and mailing address where each can be reached. This information is needed in case there are questions about the data. **Use a separate page for each attendance center for which data is collected.** Use data collection form available from DOH website or copy the form as many times as needed for the number of individuals measured.
2. **Date of Measurement:** Use a *separate page for each day* data is collected. Please send data as it is obtained rather than waiting until the end of the school year to send the recorded data. If the date the measurements are taken is September 7, 2004, record as follows:

Using the paper form:

| mo. | day | year |
|-----|-----|------|
| 09  | 07  | 2004 |

3. **Name of student:** This information is for your use only and should be removed before submitting the data.
4. **ID#:** Each child measured needs a unique identification number and three digits should be used (i.e., 001, 002, etc). The number is to be used for data collection purposes only. **Please do not use an i.d. number more than once.**
5. **Sex:** Enter the number corresponding to the gender of the student, 1=Male, 2=Female.

6. **Date of Birth:** Record person's date of birth. If date of birth is May 8, 1990, record as follows:

Using the paper form:

| mo. | day | year |
|-----|-----|------|
| 05  | 08  | 1990 |

7. **Ethnic Origin/Race:** Enter the number corresponding with an ethnic origin/race below. This is to be completed by observation of race.

- |                                      |                              |
|--------------------------------------|------------------------------|
| 1. White, not Hispanic               | 5. Asian or Pacific Islander |
| 2. Black, not Hispanic               | 6. S.E. Asian Refugee        |
| 3. Hispanic                          | 7. Other                     |
| 4. American Indian or Alaskan Native | 8. Not Specified             |

8. **Height:** Enter height of student. Use **inches** to the nearest **1/8 inch**. Do not change denominator of fraction. Always convert to eighths: 3/4 should be converted to 6/8, 1/4 to 2/8, etc. For example, if height is 45 1/8 inches, record as follows:

|    |     |
|----|-----|
| 45 | 1/8 |
|----|-----|

Allowable entries for numerator of fraction are 0-7 and 9. **Do not leave blank if zero.** Do not use 9 for unknown fraction unless inches are unknown also. If height is 62 inches, record as follows:

|    |     |
|----|-----|
| 62 | 0/8 |
|----|-----|

Do not use feet and inches, only total inches. A conversion table is provided.

9. **Weight:** Enter weight of student. Use pounds to the nearest **1/4 pound**. Do not change the denominator of the fraction. Always convert to fourths; 1/2 should be converted to 2/4, etc. For example, if weight is 56 1/2 pounds, record as follows:

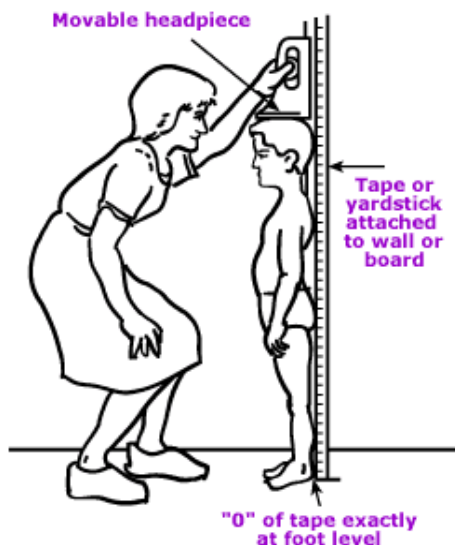
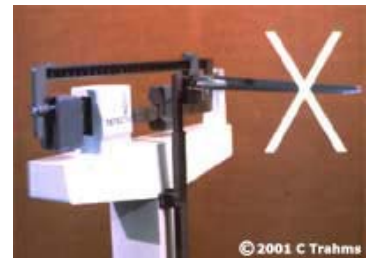
|    |     |
|----|-----|
| 56 | 2/4 |
|----|-----|

Do not leave numerator of fraction blank if zero. Do not use 9 for unknown fraction unless pounds are unknown also. For example, 125 pounds should be recorded as follows:

|     |     |
|-----|-----|
| 125 | 0/4 |
|-----|-----|

## Guidelines for Weighing and Measuring Students in School Settings

1. Check your equipment regularly to make sure you are getting accurate measurements. Calibrate scales at least once a year.
2. Weigh and measure each child in private with no other children present.
3. Do not have another student recording height and weight measurements. Recruit an adult to do this or do it yourself.
4. Do not comment on the height and weight of any child at the time the measurements are being taken. Neutral comments such as "Thanks, you can get off the scale now" are appropriate.
5. If a child makes a negative comment about his/her body, it is appropriate to ask "Why do you feel that way?" It is also appropriate to say "I wish you felt more positive about your body. Your body is a good body. I hope you will take good care of it."
6. Unless you are a physician or a nurse practitioner who has reviewed the child's growth over a period of years, refrain from making a diagnosis of overweight or obesity. If a child asks "Am I fat?" tell the child that you don't know and that the best person to determine this is his/her regular health care provider.
7. Ideally a wall-mounted unit (stadiometer) should be used to obtain the most accurate height measurement. If a stadiometer is not available, improvise by attaching a paper or metal tape or yardstick to the wall, position the student adjacent to the tape, and place a three-dimensional object, such as a thick book or box on top of the head. Rest the side of the object firmly against the wall to form a right angle. **DO NOT USE THE MEASURING ROD ON THE ADULT BALANCE BEAM SCALES.**



- ✓ Have individual remove shoes, hats, and hair barrettes. Lightweight school clothes are appropriate. Have the student stand with his/her back against the wall on a flat surface directly in front of the measuring tape. The student should stand so that the tape meets the center of their back.
- ✓ Feet should be slightly apart and the back as straight as possible. The heels, buttocks, and shoulder blades should touch the wall or measuring surface.
- ✓ The student should look straight ahead with their line of vision parallel to the floor.



- ✓ Once the student is in position the headpiece or book/box should be placed flat against the wall at a right angle. Lower it until it firmly touches the crown of their head
- ✓ Hold the book or headpiece steady and have the student step away.
- ✓ Read the measurement at eye level where the lower edge of the headpiece/book intersects the measuring tape.
- ✓ Repeat the procedures until two measurements are within  $\frac{1}{4}$  inch of each other. Record the average if the two measurements on the form.

8. For weight use an adult beam balance scale if at all possible. Scale needs to be placed on uncarpeted floor if possible for an accurate weight.

- ✓ Have individual take off shoes or heavy outer clothing. Light-weight school clothes are appropriate.
- ✓ Child needs to stand on the center of scale platform and not be touching other objects or person.
- ✓ Read the measurement to the nearest  $\frac{1}{4}$  pound. (If the measurement reads  $\frac{1}{8}$  pound or more, round up.)
- ✓ Repeat the procedures until two measurements are within  $\frac{1}{4}$  pound of each other. Record the average of the two measurements on the form.



See [www.cdc.gov/growthcharts](http://www.cdc.gov/growthcharts) for online training regarding how to measure and how to use and interpret individual growth charts. If you would like technical assistance regarding proper technique and equipment or if you would like assistance to determine how to use this information, please contact Kristin Biskeborn at 605/734-4551 or Kristin.Biskeborn@state.sd.us.